

# **BYLAWS OF THE LOUDOUN EDUCATION ALLIANCE OF PARENTS (LEAP)**

## *Article I: Name*

The name of this organization shall be the Loudoun Education Alliance of Parents.

## *Article II: Articles of Organization*

This ALLIANCE exists as an unincorporated association of its members. Its Articles of Organization” comprise these bylaws, as from time to time amended.

## *Article III: Purposes*

Section 1. The purposes of this ALLIANCE are:

- a. To secure for all students in Loudoun County Public Schools the highest advantages in academic, vocational, physical, cultural and social education.
- b. To provide a forum for the discussion and sharing of common educational concerns and ideas.
- c. To serve as a network for interaction among local parent groups, parents, students, teachers, administrators, citizens and the School Board as to issues affecting Loudoun County Public Schools.

Section 2. The purposes of this ALLIANCE are promoted through regular meetings, which may include an educational program and a forum for the development of ideas. In addition to such meetings, these purposes may be further developed through conferences, committees, projects and programs, and are governed and qualified by the basic policies set forth in Article IV.

## *Article IV: Basic Policies*

The following are basic policies of this ALLIANCE.

- a. The ALLIANCE shall be noncommercial, nonsectarian and nonpartisan.
- b. The name of the ALLIANCE and the names of any members shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the Purposes of the ALLIANCE.
- c. The ALLIANCE may provide a forum for candidates seeking public office to speak, but shall not support or participate in the campaign of any person seeking public office. In addition, the ALLIANCE may provide a forum for the discussion of pending legislation or enacted laws affecting education, but shall not take an active position to lobby for or against such legislation.
- d. The ALLIANCE shall work to provide quality education for all students and shall contribute to the decision-making process establishing school policy, recognizing that the legal responsibility to make decisions has been delegated by the citizens to the LCPS School Board and Loudoun County Board of Supervisors.
- e. The ALLIANCE shall meet for the purposes of conference and cooperation in matters affecting public schools and students in public schools.
- f. The actions of the ALLIANCE shall not be binding upon local school parent groups.

### *Article V: Membership and Dues*

Section 1. There shall be two classes of membership in the ALLIANCE. Those members hereinafter designated as “founding members” shall constitute the initial membership of the ALLIANCE. They shall hold office until the close of the regular meeting in May 1989, at which time such class of membership shall cease to exist. Those persons designated as “founding members” shall be listed in the appendix to these Bylaws. After May 1989, membership shall consist of two delegates from each public school in Loudoun County, who shall be representative of parent groups in each school.

Section 2. Annual dues for membership in the ALLIANCE, as stated in the Standing Rules shall be payable on or before October 31. Special assessments may be required from time to time as approved by the delegates upon recommendation of the Executive Committee.

Section 3. The names of delegates from each school shall be submitted to the ALLIANCE by participating local schools and the delegates’ terms shall begin at the close of the May meeting or at the time of their appointment.

Section 4. Each local public school shall be entitled to representation in the ALLIANCE by two delegates or their alternates as selected by the local parent groups, according to its own procedure, regardless of the number of parent groups within each school. In no case, shall there be more than two delegates representing any school.

### *Article VI: Officers and Their Election*

#### Section 1. Officers

- a. The officers of this ALLIANCE shall be a president, first vice-president, second vice-president, secretary and treasurer. The past president shall serve on the Executive Committee for one year as an advisor.
- b. Officers shall be elected by ballot no later than the regular meeting in May and shall assume their duties at the close of this meeting.
- c. Officers shall serve for a one-year term and may be reelected to a second one-year term for their respective office. Officers may be subsequently elected to a different office or having left the Executive Committee for one year, may once again be eligible for election to a prior office.

Section 2. An effort shall be made to secure distribution of leadership throughout the county in order to prevent concentration in one cluster area, as defined in the Standing Rules. No more than two delegates from a cluster may serve as officers simultaneously.

#### Section 3. Nominations

- a. Nominations for officers shall be made by a “Nominating Committee” as provided for in Article X.
- b. Additional nominations may be made from the floor at the time the report of the Nominating Committee is given, provided consent of the nominee has been obtained.

#### Section 4. Vacancies

- a. In the case of a vacancy in the office of President, the First Vice-president shall accede to that office and shall serve until the end of the one-year term.
- b. Vacancies occurring in other offices shall be filled by a majority vote of the delegates present. The Executive Committee shall present a nominee for the vacancy and nominations may be made from the floor as provided previously in this Article.

#### *Article VII: Duties of Officers*

##### Section 1. The President

- a. shall preside at all meetings of the ALLIANCE when present;
- b. shall sign, with the treasurer, all orders on the treasury;
- c. shall coordinate the work of the officers and committees;
- d. may call "special meetings" upon request of a majority of delegates or as deemed necessary by the President or Executive Committee;
- e. may appoint "special committees" when deemed necessary by the Executive Committee;
- f. may appoint a parliamentarian to advise the Executive Committee when deemed necessary;
- g. shall represent the ALLIANCE in all matters of business or appoint a member of the Executive Committee to do so as needed;
- h. shall perform any other duties as specified in the Standing Rules.

##### Section 2. The First Vice-President

- a. shall preside at all meetings of the ALLIANCE in the absence of the president;
- b. shall assist the President as deemed necessary;
- c. shall serve as chairman of the Communications Committee, as outlined in the Standing Rules;
- d. shall perform any other duties as specified in the Standing Rules.

##### Section 3. The Second Vice-President

- a. shall preside at all meetings of the ALLIANCE in the absence of both the President and First Vice-President;
- b. shall serve as chairman of the Programs Committee, as outlined in the Standing Rules;
- c. shall perform any other duties as specified in the Standing Rules.

##### Section 4. The Secretary

- a. shall record and maintain the minutes of all meetings of the ALLIANCE;
- b. shall conduct correspondence as requested by the Executive Committee;
- c. shall maintain an accurate roster of the names and addresses of the member school parent groups and their leadership;
- d. shall maintain an accurate roster of the names, addresses and email addresses of the delegates of the ALLIANCE;
- e. shall perform any other duties as specified in the Standing Rules.

## Section 5. The Treasurer

- a. shall manage the treasury of the ALLIANCE, including but not limited to:  
collecting funds due the ALLIANCE; keeping an accurate account of all monies and signing all orders of the treasury, along with the President;
- b. shall report the financial status of the ALLIANCE at each monthly meeting;
- c. shall produce an annual financial report of the ALLIANCE at the May meeting and present the books for audit at the close of the fiscal year;
- d. shall perform any other duties as specified in the Standing Rules.

Section 6. All officers shall perform their duties as specified in these Bylaws and Standing Rules. Officers shall deliver to their successors all official material immediately following the meeting at which their successors are elected.

## *Article VIII: Meetings*

Section 1. The ALLIANCE shall meet monthly, as described in the Standing Rules, September through May, unless otherwise provided for by the Executive Committee with proper notice to the delegates.

Section 2. An “Annual Meeting” shall be held for the purpose of electing officers, receiving year-end reports from officers and committees and selecting a preliminary list of programs for the upcoming year.

Section 3. “Special Meetings” may be called by the President, the Executive Committee and upon the request of the majority of the delegates present provided that proper notice has been given to delegates.

Section 4. All meetings of the ALLIANCE shall be open to the public, but the privilege of introducing motions and voting shall be limited to the delegates or their alternates. No member may cast more than one vote and there shall be no voting by proxy.

Section 5. A quorum for the transaction of business of the ALLIANCE shall consist of those delegates or their alternates present at a meeting called with proper notice.

## *Article IX: Executive Committee*

Section 1. The Executive Committee shall consist of the officers of the ALLIANCE, the past president serving as advisor and the chairmen of the Standing Committees or Special Committees at the direction of the President.

## Section 2. The Executive Committee

- a. shall transact business as directed by the ALLIANCE;
- b. shall have the responsibility of guiding the ALLIANCE between regular meetings with the exception of making final determinations of policy;
- c. shall create Standing or Special Committees as deemed necessary;
- d. shall approved the work of Standing or Special Committees;
- e. shall report at each regular meeting of the ALLIANCE as deemed necessary;
- f. may call “Special Meetings” of the ALLIANCE;
- g. shall plan and set the agenda for regular meetings of the ALLIANCE.

### *Article X: Committees*

Section 1. Standing Committees of the ALLIANCE shall be Programs, Communication, Nominating, Bylaws and other Committees as may be created by the Executive Committee.

Section 2. The chairmen and members of the Standing and Special committees with the exception of Programs and Communication (which are elected under the provisions of these Bylaws), shall be appointed by the Executive Committee.

Section 3. The term of the Standing and Special Committees and their chairmen shall be one year.

Section 4. The chairmen of each Standing and Special Committee shall present a plan of work to the Executive Committee for approval. No committee work shall be undertaken without the consent of the Executive Committee,

Section 5. Duties of the Standing and Special Committees shall be determined by the Executive Committee and the provisions of these Bylaws and Standing Rules.

#### Section 6. Nominating Committee

- a. shall consist of at least three and no more than five delegates of the ALLIANCE with representation from different clusters within the county;
- b. shall be elected by ballot at a regular meeting not less than two months prior to the election.
- c. shall be nominated from the floor, shall elect their own chairman and shall recommend nominees from the delegates of the ALLIANCE;
- d. if a Nominating Committee cannot be elected, as provided in this Article, the current Executive Committee shall serve as the Nominating Committee with the exception of the President.

Section 7. The quorum of any committee shall be the number of members present at a properly called meeting.

Section 8. The President shall be an ex-officio member of all committees with the exception of the Nominating Committee.

### *Article XI: Fiscal Year and Finances*

Section 1. The fiscal year of the ALLIANCE shall begin on July 1 and end on the following June 30.

Section 2. An audit Committee shall be appointed by the Executive Committee prior to the May meeting and shall prepare a written report within thirty days of the close of books on June 30.

### *Article XII: Standing Rules*

Standing Rules may be adopted from time to time as deemed necessary, to supplement these Bylaws. They may be adopted without previous notice by a majority vote of the delegates or their alternates present at any properly called meeting. However, no Standing Rule, Resolution or Motion is in order that conflicts with these Bylaws.

*Article XIII: Parliamentary Authority*

The parliamentary authority for this ALLIANCE shall be Robert's Rules of Order, Newly Revised and shall govern in all cases to which they are applicable and in which they are not inconsistent with these Bylaws or Standing Rules.

*Article XIV: Amendments*

These Bylaws may be amended at any regular meeting of this ALLIANCE by a two-thirds vote of the delegates or their alternates present and voting, provided written notice of the proposed amendment(s) shall have been given at least thirty days prior to the meeting.